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**The Royal College of Ophthalmologists (RCOphth)**

**Hire Terms and Conditions**

**Our Values**

* Improvement
* Inclusion
* Innovation
* Integrity

**1.** The College can refuse the right of entry at any time during the hire period and has a right to terminate a hire if the hirer does not accept or display our values.

**2.** The hirer shall not use the premises or permit the premises to be used for any other purpose other than for the purpose or purposes specified in any correspondence. The hirer will be responsible for the conduct and behaviour of all people attending their event as well as the health and safety of all attendees, irrespective of their status. Any accidents, near misses or health and safety-related incidents must be reported to the Office & Facilities Manager.

**3.** The hirer shall take good care of and shall not cause any damage or permit any damage to be done to the facilities, or any part of the premises, or the fixtures, fittings and equipment on the premises or to any other part of the building. Any damage caused or permitted by the hirer, his/her attendees, delivery contractors or any other person resorting to the premises by reason of his/her hire of them shall be made good by the College at the cost to the hirer and the hirer shall inform the Office & Facilities Manager of any such damage as soon as practical and the hirer shall confirm it in writing within 24 hours of its discovery. The cost of such damage shall be certified by the Office & Facilities Manager, whose decision shall be final.

**4.** The hirer shall be liable for and shall indemnify The College against all actions, proceedings, claims, damages, charges, costs, expenses whatsoever brought or made against the College in respect of any injury, damage, theft or loss of property, goods, articles or things placed, deposited, brought into or left upon the premises.

**4.1.** The College shall not be liable for any loss due to any industrial action, breakdown of machinery, failure of supply of electricity, leakage of water, fire, or any other circumstances beyond its reasonable control, which may cause the premises or any part thereof to be temporarily closed or the hiring to be interrupted or cancelled, nor for any failure of the hirer to gain access to the premises unless due to negligence of the College.

**5.** The hirer shall be liable for, and shall indemnify the College against all actions, proceedings, claims, damages, charges, costs expenses whatsoever brought or made against the College in respect of any personal injury to or the death of any person arising out of or in the course of the hire of the premises by the hirer, unless due to negligence of the College.

**6.** Any equipment brought onsite must be removed at the end of the session/day.

**7.** The organisers of the event must provide in writing a named individual with overall responsibility on the day of the event.

**8.** The hirer must confirm all final details, agenda, catering etc. to us no later than 14 days prior to the course.

**9.** If you cancel a booking with us, we may charge you a cancellation fee as detailed below.

Assuming that the RCOphth has not incurred any irrecoverable costs, refunds will be issued as follows:

* cancellation 14 days or more before the event – 100% minus £50 administration charge
* cancellation between 7 and 13 days before the event – 50%
* cancellation less than 7 days before the event – 0%

Any event being cancelled due to circumstances outside either parties control such as pandemics, natural disasters, rail strikes and power failures the RCOphth reserve the right to offer an alternative date rather than cancel.

I have read and understood the above conditions.

Signed………………………………………………………………….. Date……………………………………